



# **Data Sharing System (DSS)**

## **Data Entry Manual**

### **For**

## **Archaeological Resources**

Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221

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## Creating and Editing Archaeological Resource Data

The following data entry guidelines are to be followed for new Data Sharing System (DSS) entries. When updating previously submitted DSS records, see the section entitled “Updating Existing Records,” below. The Virginia Department of Historic Resources (DHR) seeks to ensure that the highest quality of data is included in our archives. Therefore, adherence to these instructions is required. Records that do not meet DHR’s quality control standards may be returned to the user by the Archaeology Inventory Manager

### **General Recordation Rules/Standards** (applicable to architectural and archaeological resources)

#### **Field/Data Attribute Information**

**Red Field Names:** Referred to in this manual as “required.” The user must enter data in these fields in order to save the record. The user cannot save the record without entering data in these fields. Note: in order to meet Archives’ standards, additional data may be required. Red fields only indicate requirements of the DSS system from a technical standpoint.

“Save”: At the end (in the bottom right corner) of every screen, you must select the “Save” button in order to advance to the next screen AND save the data that was just entered. Otherwise, the information that was just entered will not be retained. The “Next” button will also advance to the next screen as well, but without retaining any of the data just entered. If you return to a previously edited page, to ensure that you see all the changes you have made to that screen, first “Refresh” the page using the icon in your Microsoft Explorer toolbar. If you do not have the refresh icon on your toolbar, go to View in your toolbar, and select “Refresh” from the list.

#### **Types of Form Fields**

There are 5 different types of data entry fields throughout DSS forms.

##### **Drop Down List**

Allows one choice of field entry.

##### **Open Text (short)**

Allows for free entry of letters, numbers, or symbols. All information entered in open text fields should be prefaced by the date (month and year) of the survey, regardless if the resource is being surveyed for the first time.

##### **Open Text (long)**

Allows for free entry of any text, including copy &

paste of large amounts of text. All information entered in open text fields should be prefaced by the date (month and year) of the survey, regardless if the resource is being surveyed for the first time.

### Multiple Selection Box

Allows for the selection of one to multiple pre-defined choices. The list of all possible options will display on the left side of the box. User selections will move to the right side after highlighting the entry on the left, select the → arrow to move to the right side. To remove a selection, highlight the selection on the right side and select the ← arrow.

### Add/Modify Box

Allows for the selection of one to multiple pre-defined choices, linked together. The fields in each

Add/Modify box are connected. As seen in the example above, this allows for entry of multiple temporal/cultural contexts. Please make sure to connect your choices by first selecting all applicable choices from the drop down boxes and/or open text (short) boxes, and then selecting Add. To display the original entries and read their selections, select a line of code and click Modify to view the entry. To make changes, alter selections and click Update. The fields will drop down into the lower box. The four functionality 'buttons' assist with adding new information into a record, editing and updating existing information, and/or removing erroneous information. These tools are found throughout the database in fields where there could be multiple pieces of data pertinent to the resource.

**Tip:** If you click **Back** to check your work and it doesn't appear, select **Refresh** icon at the top of your web browser or F5. The new data should display.

**Tip:** Users are encouraged to create all open text fields as part of an external text document. This is recommended for two reasons: 1) it allows for a Spell/Grammar Check and 2) the link to the database is automatically disconnected if there is no perceived action in the database for an extended period of time (15 minutes). If you are typing in a description and not moving between pages in that time, your database connection will be ended. You will not realize this until you attempt to Save and move to another page, only to receive an error message or be rerouted to the log-in page. Data entered on that screen will be lost.

## Obtaining a new DHR ID # (Archaeological Site Number)

**Note:** This process is different for archaeological resources than for architectural resources.

The archaeological record (also referred to as "site form") as recorded in DSS is the primary mechanism for documenting sites in Virginia. DHR staff strives to ensure that we create a useful archive of information related to archaeological sites which may be destroyed by the fieldwork itself. Unfortunately, detailed bound reports do not always find their way to our shelves. For that reason, it is imperative that archaeological site records can stand alone in order to be of most use to preservation planners, researchers, and the public at large. Please refer to the *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) for more detailed guidance on how to conduct and record archaeological surveys.

In order to record an archaeological resource in the Data Sharing System (DSS), the user must first create a form with a self-selected temporary DHR ID #. This is a placeholder that will be changed to a permanent state site number by the Archaeology Inventory Manager. Temporary numbers can be comprised of numbers and/or letters. See further instructions on page 6.

When finished with the data entry process, records must be submitted to the Archaeology Inventory Manager by checking the box next to the record in the user's edit box (Edit Work-In-Progress) and selecting the "Submit" button.

Upon completion of the archaeological site form in DSS, the user must send an email to the Archaeology Inventory Manager indicating DSS username, the temporary DHR ID# for the resource, and a copy of a section of the relevant USGS 7.5 minute topographic quadrangle with the resource clearly delineated and the quadrangle labeled. More information on mapping can be found in the *Guidelines for Conducting Historic Resources Survey in Virginia* (2011). The Archaeology Inventory Manager will respond to your submission within 3 to 7 business days and may make requests for additional data or edits before a permanent number is assigned.

## Updating Existing DSS Archaeological Records

To edit existing archaeological records, contact the Archaeological Inventory Manager to request the records for editing. To access records that have been moved into your edit box, select "Edit Work-In-Progress" in the "Field Data Support" menu. Do not create a new record with the DHR ID (site number) of the record you want to edit. This will cause system errors.

When editing records, please keep in mind how crucial it is to save information from previous surveys. For example, please do not erase archaeological survey descriptions or artifact inventories from previous surveys. Rather, write a new description underneath the existing description and preface the new description with the date of the survey. **Be sure to include the date of your new additions and your name/affiliation before each new entry.** Ex: [DHR 2009].

For fields that can only accommodate one selection (e.g., updates to elevation or locational information on Screen 2), previous survey data may be changed. However, please make note of such changes in the Survey Description or CRM Event Comments associated with your survey, whichever is more appropriate.

If the site boundaries have been modified, please send (via conventional mail or email) a printable map for GIS and record updates. If possible, send GIS shapefiles in a zipped file.

## DSS Archaeological Data Entry: Screen by Screen

### Screen #1: General Property Information

1. General Property Information-DHR ID# : 44GL5000 (Capital Letters Required)			
Other DHR#:	063-0042	County or Independent City:	<div> <div> Henrico Henry Highland Hopewell Isle Of Wight James City King George King William Lancaster Lee </div> <div> Gloucester King And Queen </div> </div>
Site Class:	Terrestrial, open air	Temporary Designation:	GL5000
Resource Name:	Rosewell		
Open to Public:	Yes	Is There a CRM Report:	Yes

**\*You must fill in any boxes highlighted with red text in order to save your work.**

**DHR ID #:** This is a **required** field. Enter a temporary identification number in this box when you are creating a new record. You may use any combination of letters and numerals. In order to print a report before the permanent number has been assigned, the temporary number must begin with a numerical character. Many users choose to begin their temporary number with "44." A word of caution: Do not completely mirror the standard trinomial format. If a user creates a new record for 44LD0001, errors will occur since there is already an existing site called "44LD0001" in the system. It is advised to create a unique temporary number, i.e. 44LDFIRMNAME43, etc. You must use capital letters. DHR will assign a permanent Site Number when you submit this form along with a USGS topographic map showing the location of the site. If no DHR ID has been entered when saving Screen 1, then you will be prompted to create one and the form will not save.

**Other DHR #:** This box should be completed if an architectural resource that has been recorded by DHR stands on the same site or if the site is within a historic district. Also, all archaeological properties listed in the Virginia Landmarks Register and/or the National Register of Historic Places have been assigned architectural file numbers.

Example: 043-5308 – the architectural file number will be a 7-digit number or in some instances an 11-digit number.

**County or Independent City:** This is a **required** field. Select the appropriate county and use the arrows to move it into the selected counties box on the right. You may add multiple selections when a site falls on two bordering localities. Should no locality be selected upon saving Screen 1, then you will be prompted to complete the field and the screen will not save. **TIP:** "Jump" to the desired county or city name by selecting the first letter of that word on the keyboard and continue to depress that key until the selected name appears.

**Site Class:** Select the appropriate class from the pick list. The choices are: *Submerged*; *Terrestrial, cave/rockshelter*; *Terrestrial, open air*. Please note that the default selection for this field is *Terrestrial*,

*open air* and may be changed at any time. Noting that resources are submerged or cave/rockshelter is important since such information will aid in the protection of sites covered by the Virginia Underwater Historic Properties Act and the Virginia Cave Protection Act. If you believe the site warrants further protection, please contact DHR to have the form added to the Confidential Site files. Submerged sites should also complete a Submerged Sites Addendum form. Contact Archaeology Inventory Manager for details.

*Caution: All site-altering archaeological activities, including the obtaining of surface collections, are explicitly prohibited at submerged sites and caves/rockshelters without the issuance of a permit. In reporting submerged sites and caves/rockshelters, please do not remove any artifacts or conduct any archaeological testing unless you have a permit. Consult DHR's Guidelines for Conducting Historic Resources Survey in Virginia (2011) for more details.*

**Temporary designation:** You may use this field to include any temporary number or number letter combination you wish.

**Resource Name:** If the site has an historic or traditional name, include it here or list a name associated with the property. Options for naming the site include using the name of the property owner, the property itself, or a nearby geographic or cultural feature. Trivial or deliberately humorous designations for site names will not be accepted. You will be able to query based on the site name.

**Open to Public:** This is a **required** field. For most archaeological sites, the selection here should be *No*. If the field is not completed when saving Screen 1, you will be prompted to make a selection and your work will not be saved.

**Is there a CRM Report?** This is a **required** field. If there has been or will be a Cultural Resource Management (CRM) report resulting from this survey, you should select *Yes*. You should also select *Yes* if there is a previous report associated with this site. If the field is not completed when saving Screen 1, you will be prompted to make a selection and your work will not be saved.

Ownership	Government Ownership
Public - State <span style="float: right;">▼</span>	Virginia Department of Game and Inland Fisheries <span style="float: right;">▼</span>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Public - State - Virginia Department of Game and Inland Fisheries	

**Ownership and Government Ownership:** These fields are linked and should be added as a unit. Select *Private*, *Public-Local*, *Public-State*, or *Public Federal*. If the property is publicly owned, add the name of the public entity that is the owner under Government Ownership. Then select the Add button. Use the Add/Modify function to allow for entry of more than one ownership type. Identifying resources owned by the Commonwealth of Virginia or the United States government is important since such information will aid in the protection of sites covered by the Virginia Antiquities Act and the federal Archaeological Resources Protection Act.

*Caution: All site-altering archaeological activities, including the obtaining of surface collections, on state and federal lands are explicitly prohibited without a permit. In reporting sites on state and federal lands, do not remove any artifacts or undertake any archaeological testing without a permit.*



Temporal Affiliation	Cultural Affiliation
17th Century: 2nd half	Euro-American
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
17th Century: 2nd half - Euro-American 18th Century - Euro-American 18th Century - African American	

**Temporal Affiliation and Cultural Affiliation:** These fields are linked and should be added as a unit. Do not add temporal affiliations and cultural affiliations separately on individual lines. The Temporal Affiliation field should be populated from the pick list that represents various time periods beginning with the Paleo-Indian and ending with the late-20<sup>th</sup> century. Choose corresponding Temporal Affiliation and Cultural Affiliation entries. Click the Add button. If a site dates from several different temporal/cultural affiliations, you may use the Add/Modify function to add as many as are applicable to the site. A discussion of time periods is available in Appendix B of the *Guidelines for Conducting Historic Resources Survey in Virginia* (2011).

For example, you may have a 17<sup>th</sup> Century: 2nd half Euro-American site that you would enter in the temporal and cultural affiliation fields and select “Add.” Then the site might have a component that is *Early Woodland: Native American*. You would use the “Add/Modify function so that both site descriptions would be included.

Thematic Context	Example	Comments
Commerce/Trade	Warehouse	18th century Warehouse/Wharf foundations eroding into Carter's Creek.
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>		
Commerce/Trade - Warehouse Domestic - Dwelling, single Funerary - Cemetery		

**Thematic Context, Example and Comments:** These fields are linked and should be added as a unit. From the pick list select the appropriate context. These are the 18 themes that DHR has identified such as “Domestic,” “Settlement Patterns,” “Commerce/Trade,” etc. Example would include selection from the pick list of exactly how the site was used historically such “kiln, brick,” “fish weir,” “grave/burial,” or “lithic workshop,” among others. There is a free text field where you may include any specific comments; currently this field is limited to 4000 characters. Again, there may be multiple “themes” and “examples” so the Add/Modify function should be used. A discussion of thematic contexts and examples is available in Appendix C of the *Guidelines for Conducting Historic Resources Survey in Virginia* (2011).

**Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.**

**Prior to saving data and advancing to the next screen, DHR suggests that DSS users develop the habit of ensuring that all “Add/Update” entries are complete. This will result in successful data saves.**



Screen #2: Location Information

2. Location Information - DHR ID# : 44CF0759				
<b>UTM Center:</b>	<b>NAD:</b> 1983	<b>Zone:</b> 18 (17 or 18)	<b>East:</b> 284676	<b>North:</b> 4125318

**UTM Center:** All four fields associated with the data entry of the UTM Center are **required** fields. Enter the appropriate UTM's for the center of the site. Easting has six digits, and Northing has seven digits. If the fields are not completed when saving Screen 2, you will be prompted to enter data and your work will not be saved.

UTM Coords:	NAD:	Zone:	East:	North:
		(17 or 18)		
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>				
18 - 4125318 - 284676 - 1983 18 - 4125322 - 284235 - 1983 18 - 4125200 - 284527 - 1983				

**UTM Coordinates:** If the site is large (generally larger than 10 acres), multiple UTM points may be entered using the Add/Modify function.

<b>Loran:</b>		<b>Restricted UTM Data?:</b>	No
<b>Physiographic Province:</b>	Coastal Plain	<b>Elevation:</b>	100 Feet
<b>Aspect:</b>	Facing north	<b>Site Soils:</b>	Colfax fine sandy loam variant
<b>Drainage:</b>	James River	<b>Adjacent Soils:</b>	Bourne fine sandy loam
<b>Direction from Water:</b>	N	<b>Distance to Water:</b>	700 Feet
<b>Landform:</b>	<div>           alluvial fan            bench            bluff            cave            cliffline            colluvial apron            drain            dune, active            dune, relict            floodplain         </div> <div> <input type="button" value="→"/> <input type="button" value="←"/> </div> <div>           other         </div>	<b>Nearest Water Source:</b>	Fleets Branch
<b>Site Dimension:</b>	100 x 50 Feet	<b>Acreage:</b>	.11 acre(s), decimals only
<b>Slope:</b>	0-2% Percent		
<b>Survey Description:</b>	[2009 Smith] The archaeological survey of this site consisted of both a pedestrian survey and 50-foot interval subsurface testing. A total of 19 artifacts was recovered from four shovel tests at this site. The area is relatively level and is situated in a manicured lawn as well as a moderately wooded		

**Loran:** You may skip this field. It is generally limited to submerged sites to complement UTM's.

**Tip:** To create free topographic maps and obtain UTM coordinates, visit <http://store.usgs.gov>. The NRCS Soil Survey data for many areas is now available online at <http://websoilsurvey.nrcs.usda.gov>.

**Restricted UTM data?** Indicate here whether the UTM information should be restricted. The default value is no, however you may change this at any time. This field does not indicate whether a site is on the Restricted Sites list at DHR.

**Physiographic Province:** Indicate if the site is situated in the Coastal Plain, Piedmont, Blue Ridge, Ridge and Valley or Appalachian Plateau.

**Elevation:** This is a **required** field. Using the appropriate USGS topographic map, indicate in feet the elevation above sea level of the site. Should the site vary in elevation, record the elevation for that point from which the center UTM value was calculated. If this field is not completed when saving Screen 2, you will be prompted to enter data and your work will not be saved.

**Aspect:** Indicate if the site is flat or facing north, northeast, east, southeast, south, southwest, west or northwest. Should more than one response be possible, choose the one applicable to the majority of the site.

**Site Soils:** Following the National Resource Conservation Service (NRCS) soil survey publication for the county in which the site is located, enter the most common soil type within the site's boundaries. If such a publication is not available, leave this field blank. General comments on the site soils should be entered under the Survey Description.

**Drainage:** Indicate in this field if the site is situated in the Potomac/Shenandoah River, Rappahannock River, York River, James River, Chowan River, Dismal Swamp, Chesapeake Bay, Atlantic Ocean, New River, Roanoke River, Tennessee River or Big Sandy River drainage.

**Adjacent Soils:** If different from the site soils entered above, list the most common soil type within 1000 feet of the site.

**Direction from Water:** Enter the direction *from* the nearest water source. Water source options include river, stream, spring, lake, and swamp.

**Distance to Water:** Enter the distance *to* that water source in feet.

**Land Form:** Select the most characteristic landform(s) by highlighting the value using the arrows to move the data to the selection list on the right.

**Nearest Water Source:** Enter the name of the nearest water source.

**Site Dimension:** This is a **required** field. Record the dimensions of the site in feet. If site dimensions are merely an approximation or if site size is unknown, this should be noted in the Survey Description. Site dimensions are required to obtain a site number. If either field is not completed when saving Screen 2, you will be prompted to enter data and your work will not be saved.

**Acreage:** Record the acreage here in decimals (e.g. 2.05 acres). Acreage equals = (site dimension x')(site dimension y')(.000023)

**Slope:** Following the NRCS, indicate the site's slope (see the pick list). For caves and rock shelters, calculate slope from the adjacent terrain, not the site surface.

**Survey Description:** Please precede your entry with year of event and name of individual or firm, ex: [2009 Smith]. Information provided here documents how the site was surveyed, under what conditions artifacts were obtained, how representative they are of the total artifact assemblage, and site condition. Details should include form of subsurface testing (shovel tests vs. test units), size and depth of units,

size of screen mesh, interval spacing, type and status of site impact. This is a memo field with a current limit of 4000 characters.

*Caution: The archaeological excavation of human remains is explicitly prohibited without a permit pursuant to the Virginia Antiquities Act. Should surface evidence of a disturbed human burial be observed as part of a survey, please report it to DHR.*

Site Conditions		Selected Site Conditions
<div style="border: 1px solid #ccc; height: 150px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px;">                     25-49% of Site Destroyed                      50-74% of Site Destroyed                      75-99% of Site Destroyed                      Destruction of Surface and Subsurface Deposits                      Intact Cultural Level                      No Surface Deposits but With Subsurface Integrity                      Site deliberately buried                      Site Totally Destroyed                      Surface Deposits Present But Subsurface Not Tested                      Surface Deposits Present But With No Subsurface Integrity                 </div>	<div style="font-size: 2em;">➡</div> <div style="font-size: 2em;">➠</div>	<div style="border: 1px solid #ccc; padding: 5px;">                     Intact Stratified Cultural Levels                      Less than 25% of Site Destroyed                      Surface Deposits Present And With Subsurface Integrity                      Surface Features                 </div>

**Site Conditions:** Select the appropriate site conditions from the pick list. Multiple site conditions may be selected. (Example: Less than 25% of Site Destroyed; or 50-74% of Site Destroyed; or No Surface Deposits with Subsurface Integrity). Highlight the selection and use the arrows to move the selection to the right (Selected Site Conditions) or back to the left.

Survey Strategy		Selected Survey Strategy
<div style="border: 1px solid #ccc; height: 100px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px;">                     Historic Map Projection                      Informant                      Metal Detection                 </div>	<div style="font-size: 2em;">➡</div> <div style="font-size: 2em;">➠</div>	<div style="border: 1px solid #ccc; padding: 5px;">                     Observation                      Surface Testing                      Subsurface Testing                 </div>

**Survey Strategy:** Select one or more applicable strategies from the list provided by highlighting the selection and using the arrows to move the selection to the right (Selected Survey Strategy) or back to the left. Under no circumstances will site numbers be assigned to sites based solely on historic map projections; such projections will require field verification.

USGS QUAD		Selected USGS QUAD
<div style="border: 1px solid #ccc; height: 150px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px;">                     ABILENE                      ABINGDON                      ACCOMAC                      ACHILLES                      ADAMS GROVE                      ALBERENE                      ALBERTA                      ALEXANDRIA                      ALLEGHANY                      ALTAVISTA                 </div>	<div style="font-size: 2em;">➡</div> <div style="font-size: 2em;">➠</div>	<div style="border: 1px solid #ccc; padding: 5px;">                     CLAY BANK                 </div>

**USGS Quad:** This is a **required** field. Select the appropriate quad(s) on which the site is located. You can "jump" to the appropriate quad name by selecting the first letter of that quad on your keyboard and continue pressing that letter until the correct quad can be highlighted. Highlight the selection and use the arrows to move the selection to the right (Selected USGS Quad) or back to the left\*. More detailed

\* A copy of the appropriate portion of the USGS quad(s) showing site boundaries must be submitted to the DHR before a site number will be assigned. More detailed field maps, photocopies of diagnostic artifacts, or other pertinent illustrations may also be submitted, but are not required. See page 3 of this document for details.

field maps, photocopies of diagnostic artifacts, or other pertinent illustrations may also be submitted, but are not required. If no selection has been made in this field when saving Screen 2, you will be prompted to make a selection and your work will not be saved.

Current Land Use			
Date of Uses:	Date: <input type="text"/>	Month: <input type="text"/>	Year: <input type="text"/>
			Example: <input type="text"/>
Land Use:	<input type="text"/>		
Comments:	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>			
<div>9999 - 99 - 99 - 78 - 11</div>			

**Land Use:** All the fields under Land Use are linked and should be added together. Enter the *current* date, land use, example, and comments. Now select the Add button. Example: The Current Land Use might be “Subsistence/Agriculture” and the Example might be “Agriculture Field” or “Pasture”. Date of Uses: include the date for which the information in the following fields is applicable. Comments: A memo field of up to 4000 characters to expand on current land use and its impact on the site is available. Information may be pasted into this memo field from another document.

Threats to Resource:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
<div></div>	

**Threats to Resource:** Select one or more threats to the site that are current or are likely to occur in the future.

**Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.**

Screen #3: Specimens and Field Note Information

## Specimens Information

3. Specimens and Field Notes Information - DHR ID# : 44GL0012			
Specimens Information			
Specimens Obtained ?	Yes <input type="button" value="v"/>	Specimens Reported?	Yes <input type="button" value="v"/>

**Specimens Obtained?** Select “Yes or No”. This refers to artifacts collected in the field.

**Specimens Reported?** Select “Yes or No.” This refers to artifacts noted or observed in the field but not collected. This field may also apply to artifacts documented in the past affiliated with no formal collection.

Specimens Depository	Rosewell Visitor Center Archaeology Laboratory 5113 Old Rose
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Rosewell Visitor Center Archaeology Laboratory 5113 Old Rosewell Lane Gloucester VA 23061	

**Specimens Depository:** Enter the name of the curation facility where the artifacts will ultimately be stored. You may enter multiple locations using the “Add/Modify” function.

Assemblage Description:	[2009 Smith] Artifacts recovered included 1 wire nail fragment (post-1890), 1 cut nail fragment (post-1805), 27 window glass fragments, 13 whiteware fragments(1820-1900), 22 clear vessel glass fragments, and 8 milk glass fragments(popular in the late-nineteenth century).
Assemblage Description Reported:	

**Assemblage Description:** Please precede your entry with year of event and initials of individual or firm, ex: [2009 Smith]. Provide a precise inventory with counts of all specimens obtained from the investigation, if possible. Memo field limited to 4000 characters. Please use specific language when listing artifact types.

**Assemblage Description Reported:** Please precede your entry with year of event and initials of individual or firm, ex: [2009 Smith]. List artifacts reported in other collections with each collection identified by its owner and address. This section may be used to list artifacts observed on a site but not recovered. Memo fields limited to 4000 characters.

## Field Notes Information

Field Notes Information	
Field Notes ?	Yes <input type="button" value="v"/>
Field Notes Depository	Rosewell Visitor Center Archaeology Laboratory 5113 Old Rose
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Rosewell Visitor Center Archaeology Laboratory 5113 Old Rosewell Lane Gloucester VA 23061	

**Field Notes:** Select “Yes” or “No” to indicate if field notes have been retained.

**Field Notes Depository:** Enter the name of the depository for the field notes; there may be multiple depositories, so you can use the Add/Modify function.

**Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.**

Screen #4: Archaeology Bibliographic Information

## New Archaeology Bibliographic Information

4. Archaeology Bibliographic Information - DHR ID#: 44GL0012	
New Archaeology Bibliographic Information	
<b>Reports ?:</b>	Yes <input type="button" value="v"/>
<b>Reference for Reports or Explanation if No Report:</b>	David A. Brown and Thane H. Harpole, "Archaeological Excavations of the Rosewell Vaulted Cellar and Collapsed Drain, Site 44GL12, Gloucester County, Virginia," 2004.
<b>Depository:</b>	VDHR, Rosewell Visitor Center
<b>DHR Library Reference Number:</b>	GL-059
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Yes - VDHR, Rosewell Visitor Center - GL-059 Yes - - Yes - VDHR, Rosewell Visitor Center - GL-055	

**Reports:** This is a **required** field. Select "Yes" if a report has been or will be produced or "No" if no report will be produced. If there will not be a report produced, then please provide an explanation why. If no selection has been made in this field prior to saving Screen 4, you will be prompted to make a selection and your work will not be saved. This field should also be used to record any other type of publication beyond formal CRM reports: unpublished manuscripts, conference papers, articles in periodicals, etc.

**References for Reports and Publications:** Enter the bibliographic information (title, author, date) on all sources or drafts in this text field. Relevant reports and historic maps can be cited.

**Depository:** Enter the final location of the report in this field.

**DHR Library Reference Number:** This field is reserved for the catalog number that the DHR Archivist will assign. Users are not responsible for entering information into this field.

Use the Add/Modify function to enter multiple bibliographic sources. DHR actively solicits copies of reports and publications to add to the archives for use by visiting researchers and as a supplement to our inventory files.

**Remember to select "SAVE" in order to proceed to the next screen and to save the recorded information.**



## Screen #5: Graphic Media Documentation

5. Graphic Media Documentation - DHR ID# : 44CF0757					
Photo Control # (no. and - only)	Photographic Media	Photo Depository	Photo Date	Photo Filename	Photo Doc
	Digital	CRM, Inc	Date: <input type="text"/> Month: <input type="text"/> February <input type="text"/> Year: 2009	H. Jones	Yes <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>					
Digital - CRM, Inc - H. Jones					

All fields under Graphic Media Documentation are linked.

**Photo Control Number:** Enter a DHR negative number if you are submitting negatives to be stored at DHR with the DSS record. Obtain this number from the DHR Archivist. If DHR is not the repository of record for the negatives or if digital photography is used during the survey, do not request a negative number, and leave this field blank.

**Photographic Media:** If you have taken photographs, enter the type of photo media. Example: 35 mm B&W, color slide, digital. If you have a site plan that you have scanned for this site, you may enter "scanned image" in this field.

**Photo Depository:** This indicates the location where the negatives are stored. If DHR issues a negative number and the negatives are submitted to DHR, enter DHR in this field. Otherwise, indicate where the negatives or the original media are being permanently retained.

**Photo Date:** Enter the date the photographs were taken. You must enter the year; the date and month should also be entered if known.

**Photo Filename:** Enter the name of the photographer in this format: first initial followed by last name (e.g., H. Jones). If applicable, the photographer may also elect to list their associated CRM firm after or in place of their name (e.g., H. Jones/CRM Inc).

**Photo Doc:** If you have taken photographs of this archaeological site, select Yes. If not, select No.

You may use the Add/Modify function if you have multiple types of graphic images to report.

**Remember to select "SAVE" in order to proceed to the next screen and to save the recorded information.**

**If you have taken film or digital photos, please add as much information as possible on this screen.** It is not necessary to catalog individual photos. Create one line of information per medium.

**If you haven't taken any photographs:**

- Enter "N/A" in Photographic Media
- Select "No" from Photo Doc
- Click Add
- Save and advance

ERROR: "Field 1 must be filled in" refers to Photographic Media. Enter your medium or "N/A" here to avoid the error.

**Screen #6: CRM Event Information**

6. CRM Event Information - DHR ID#: 44GL0012	
CRM Event Type:	Archaeological Data Recovery
Event Date:	Date: 3 Month: May Year: 2004
Project Review File Number:	2004-0234
CRM Person:	First: David Last: Brown
CRM Organization:	Rosewell Foundation
Sponsoring Organization:	Local Government
CRM Event Comments:	Occasional excavations associated with volunteer opportunities, any utility or sign installation, or mitigation of safety hazards (such as collapsed drains), as well as a Phase II of the 8.746 acres owned by the Gloucester Historical Society.
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
29 - 05 - 11 - 1968 - VDHR - - - 9999 43 - 01 - 10 - 1969 - VDHR - - - 9999 1 - 99 - 99 - 2004 - Rosewell Foundation - Thane Harpole, David Brown - - 9999	

**CRM Event Type:** choose from the pick list the applicable CRM event such as “Survey: Phase I/Reconnaissance”.

**Event Date:** Enter the date of the “event” in these fields.

**Project Review File Number:** You should enter in this field the DHR Project Review Number if applicable. Example: 2002-0312. Do not enter other firm or agency project numbers in this field. Those additional project numbers may instead be noted in the CRM Event Comments field.

**CRM Person:** Enter the first and last name of the person conducting the survey or undertaking the event in these fields.

**CRM Organization:** Enter the name of the Organization conducting the survey, i.e., the consulting CRM firm.

**Sponsoring Organization:** If applicable, choose the sponsoring organization from the list. This list includes state and federal agencies requiring compliance.

**CRM Event Comments:** Enter general site interpretation and recommendations, as well as any pertinent comments about the CRM event, in this memo field. This may include the address of the firm conducting the research or additional names of field personnel, if desired. If the CRM Person is a member of the Archeological Society of Virginia, please include the name of the chapter with which the individual is affiliated. The text is limited to 4000 characters.

All fields under CRM Event Information are linked. Remember to use the Add/Modify function to save your information. You may use the Add/Modify function to enter multiple CRM events.

**Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.**

Screen #7: Individual/Organization/Agency Mailing Information

## 7. Individual / Organization/ Agency Mailing Information - DHR ID#: 44ST9991

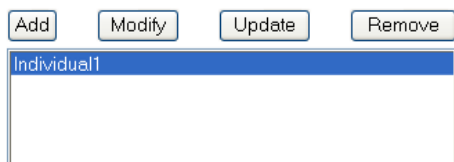
New Individual / Organization/ Agency Mailing Information			
Honorific:	<input type="text"/>	Suffix:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>		
Company Line 1:	<input type="text"/>		
Line 2:	<input type="text"/>		
Address Line 1:	<input type="text"/>		
Line 2:	<input type="text"/>		
City:	<input type="text"/>	State:	Virginia <input type="text"/>
Zip:	<input type="text"/>	Country:	USA <input type="text"/>
Phone 1:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	Ext 1:	<input type="text"/>
2:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	Ext 2:	<input type="text"/>
Surveyor Notes:	<input type="text"/>		

The following fields are linked.

**New Individual/Organization/Agency Mailing Information:** Complete the name and address information for the person associated with the property. If the person is unknown, leave these boxes blank.

Relationship to Property	
Individual Category Codes	
<input type="text"/>	
<input type="button" value="Add"/>	<input type="button" value="Modify"/>
<input type="button" value="Update"/>	<input type="button" value="Remove"/>
<input type="text"/>	

**Owner Relationship/Individual Category Codes:** Complete this field from the pick list provided. It may be that you have recorded the address information about someone who is the owner of the property or the owner of the specimens. You may use the Add/Modify function if you have several categories (a person is both the owner of the property and the owner of the specimens). Now select the add button at the bottom of the screen and the person will be entered as Individual 1.



A screenshot of a software interface. At the top, there are four buttons: 'Add', 'Modify', 'Update', and 'Remove'. Below these buttons is a list box. The list box has a blue header bar with the text 'Individual1'. The list box is currently empty, showing only the header bar.

The Add/Modify function at the bottom of the screen allows additional people to be added as Individual 2, etc. **Entries from the top two sections of this page, Individual/Organization/Agency Mailing Information and Relationship to Property, must be dropped down using the bottom Add/Modify function in order for this information to be saved.**

**Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.**

**Tip:** For guidance on what kinds of people should be listed on this page, consult the drop down list under Relationship to Property. Choices include categories like Informant, Owner, Occupant, and Tenant.

**Screen #8: National Register Eligibility Recommendation Information**

History Altitude Menu		8. National Register Eligibility Recommendation - DHR ID# 44CF0757																
1. General Property Information 2. Location Information Current Land Use 3. Specimens Field Notes 4. Reports and Biblio 5. Photo Media 6. CRM Event Information 7. Individual/Organization Agency Mapping Information 8. National Register Eligibility Recommendation		<b>NR Criteria</b> <b>Criterion A:</b> Associated with events that have made a significant contribution to the broad patterns of our history. <b>Criterion B:</b> Associated with the lives of persons significant in our past. <b>Criterion C:</b> Embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction. <b>Criterion D:</b> Has yielded, or may be likely to yield, information important in prehistory or history. <b>Criterion A:</b> Not Evaluated <input type="button" value="v"/> <b>Criterion B:</b> Not Evaluated <input type="button" value="v"/> <b>Criterion C:</b> Not Evaluated <input type="button" value="v"/> <b>Criterion D:</b> Not Evaluated <input type="button" value="v"/>																
		<b>NR Criteria Considerations:</b> <table border="1"> <tbody> <tr> <td><b>A-Religious Property:</b> Not Evaluated <input type="button" value="v"/></td> <td><b>B-Moved Property:</b> Not Evaluated <input type="button" value="v"/></td> </tr> <tr> <td><b>C-Birth Place or Grave:</b> Not Evaluated <input type="button" value="v"/></td> <td><b>D-Cemetery:</b> Not Evaluated <input type="button" value="v"/></td> </tr> <tr> <td><b>E-Reconstructed Property:</b> Not Evaluated <input type="button" value="v"/></td> <td><b>F-Commemorative Property:</b> Not Evaluated <input type="button" value="v"/></td> </tr> <tr> <td><b>G-Significance of less than Fifty Years:</b> Not Evaluated <input type="button" value="v"/></td> <td></td> </tr> </tbody> </table>		<b>A-Religious Property:</b> Not Evaluated <input type="button" value="v"/>	<b>B-Moved Property:</b> Not Evaluated <input type="button" value="v"/>	<b>C-Birth Place or Grave:</b> Not Evaluated <input type="button" value="v"/>	<b>D-Cemetery:</b> Not Evaluated <input type="button" value="v"/>	<b>E-Reconstructed Property:</b> Not Evaluated <input type="button" value="v"/>	<b>F-Commemorative Property:</b> Not Evaluated <input type="button" value="v"/>	<b>G-Significance of less than Fifty Years:</b> Not Evaluated <input type="button" value="v"/>								
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<b>G-Significance of less than Fifty Years:</b> Not Evaluated <input type="button" value="v"/>																		
		<b>Significance Statement:</b> <input type="text"/>																
		<b>Recommendation By:</b> <table border="1"> <tbody> <tr> <td><b>Name:</b></td> <td>First: <input type="text"/></td> <td>Last: <input type="text"/></td> </tr> <tr> <td><b>Organization:</b></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><b>Date:</b></td> <td>Day: <input type="text"/></td> <td>Month: <input type="text"/></td> </tr> <tr> <td></td> <td>Year: <input type="text"/></td> <td></td> </tr> <tr> <td colspan="3"> <input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/> </td> </tr> </tbody> </table>		<b>Name:</b>	First: <input type="text"/>	Last: <input type="text"/>	<b>Organization:</b>	<input type="text"/>		<b>Date:</b>	Day: <input type="text"/>	Month: <input type="text"/>		Year: <input type="text"/>		<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>		
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	Year: <input type="text"/>																	
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>																		

**Do not enter information on this screen.** It will be removed from DSS in the future. Please enter any Statements of Significance or recommendations on Screen 6 under CRM Event Comments.

**Select “SAVE” in order to proceed to the final screen. Click “Next” to return to your Edit Work in Progress box.**

**Information belonging to this DHR ID is saved. Click [Next](#) to continue**

## Requesting a New Account

To request a new data entry or full-access DSS account, visit [http://www.dhr.virginia.gov/archives/data\\_sharing\\_sys.htm](http://www.dhr.virginia.gov/archives/data_sharing_sys.htm) or contact the DSS Account Manager at (804) 482-6438

## Questions and Comments

- **DSS Technical Information**  
Karen Hostettler  
DSS Manager  
[karen.hostettler@dhr.virginia.gov](mailto:karen.hostettler@dhr.virginia.gov)  
(804) 482-6100
- **DSS Account Information**  
Jolene Smith  
DSS Account Manager  
[jolene.smith@dhr.virginia.gov](mailto:jolene.smith@dhr.virginia.gov)  
(804) 482-6438
- **Architectural Resource Information**  
Vacant: Contact DHR Archivist  
Architectural Inventory Manager  
(804) 482-6102
- **Archaeological Resource Information**  
Jolene Smith  
Archaeological Inventory Manager  
[jolene.smith@dhr.virginia.gov](mailto:jolene.smith@dhr.virginia.gov)  
(804) 482-6438